



Office of Human Resources

Engineer-Architect Supervisor – CE0403

General Statement of Duties

Performs supervisory work over professional engineers or architects, and develops, implements, and evaluates engineering plans, work processes, systems, and procedures to achieve annual goals and objectives, and makes budgetary and resource allocation decisions.

Distinguishing Characteristics

This class is distinguished from an Engineer-Architect Specialist that performs specialized, advanced professional engineering or architectural work in one or more of the following areas: 1) project management work on complex, multifaceted projects from inception to completion including the management and coordination of projects that have city-wide impact and requires a global, strategic understanding of city agencies and city policies, standards, and systems; 2) identifies the department's engineering or architectural needs by initiating analytical studies to improve operating efficiency and meet city, federal, and state regulatory mandates; 3) responsible for engineering quality control involving all components of the department's complex engineering programs; 4) monitors, evaluates, and modifies existing department engineering programs, systems, and processes for optimum efficiency and changing objectives and participates in strategic planning activities; 5) functions as the city-wide technical expert in one or more functional areas. The Engineer-Architect Supervisor is distinguished from an Engineer Senior that performs full performance professional engineering work on a variety of complex engineering assignments with emphasis placed upon the application of engineering mathematics, principles, and practices in all phases of major engineering projects/assignments. Additionally, an Engineer-Architect Supervisor is distinguished from a Manager Engineer-Architect that manages a functional and operational professional engineering or architectural group, which includes implementing work plans based on annual goals and the strategic plan; resolves citizen, operational, and management issues; and achieves goals while ensuring resources are utilized appropriately.

Guidelines, Difficulty and Decision-Making Level

Guidelines are in the form of stated objectives for the section, unit, function or project.

Work assignment is generally unstructured, and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs or projects in various stages of completion.

Level of Supervision Received & Quality Review

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy and conformance to policy.

Interpersonal Communication & Purpose

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered where exceptional degrees of discretion and judgment and specialized knowledge are required in carrying out the programs and policies of an organization.

Level of Supervision Exercised

Supervises two or more professional engineers or architects and may supervise technical and paraprofessional engineering staff.

Essential Duties

Directs and evaluates the work of professional engineers or architects and associated personnel, provides technical expertise to staff, and establishes section and staff work programs and project objectives.

Participates in preparing revisions and updating the department's engineering or architectural standards, monitors and evaluates the efficiency and effectiveness of program delivery methods and procedures, and recommends policy/procedure revisions.

Establishes design and construction schedules, monitors progress of various projects and their conformance to schedules, specifications, and regulatory requirements.

Resolves sensitive, controversial, and complex technical problems involving staff, consultants, contractors, and the public.

Assists in developing and managing the budget for the unit/section and allocating funds for projects in order to accomplish yearly goals and objectives.

Develops or modifies work plans, methods, and procedures and determines work priorities.

Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines standards for problem resolution.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Responds to formal and informal employee grievances and prepares written response.

Documents causes for disciplinary action and initiates letters of reprimand and formal recommendations for disciplinary action.

Provides work instruction and assists employees with difficult and/or unusual assignments.

Performs other duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Political Savvy - Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.

Problem Solving- Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Knowledge & Skills

None

Education Requirement

Bachelor's Degree in Engineering or Architecture.

Experience Requirement

Three (3) years of senior engineering or architecture experience.

Education & Experience Equivalency

No substitution of experience for education is permitted.

Additional appropriate education may be substituted for experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Requires registration as a Professional Engineer (PE) by the Colorado State Board of Registration for Professional Engineers at the time of application. Or requires registration as an Architect by the Colorado State Board of Registration at the time of application.

Registration in another state will be accepted in lieu of this requirement, provided that the applicant has Colorado registration at completion of probation.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Pressure due to multiple calls, inquiries, and conflict.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Subject to long irregular hours.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check

Education Check

Employment Verification

Licensure/Certification Check

By position, Motor Vehicle Record

Assessment Requirement

Professional Supervisor

Probation Period

Six (6) months.

Class Detail

Pay Grade: E-818

FLSA Code: Y

Management Level: 7

Established Date: 9/21/2018

Established By: Lori Schumann

Revised Date:

Revised By:

Class History: